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PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.  
: Number 161 November 29, 1948  
: PMA PROCEDURE TRANSMITTAL

1.9422

A2P942

REVISIONS AND CHANGES

Reserve

101.6  
11-2-48

APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND SCHOOL LUNCH PROGRAMS: Page 1 has been revised to correct last part of sentence in paragraph II AUTHORITY to read: "...Paragraphs 23 and 24 of the bylaws of CCC." instead of "...Section 22 and 23 of the bylaws of CCC." Page 2 has been retyped to include minor change in format. REMOVE pages 1 and 2 from the manual and INSERT the attached pages 1 and 2 revised 11-23-48. Distribution: A.

101.6  
EXHIBIT A  
10-13-48

CONTRACTING OFFICERS OF COMMODITY CREDIT CORPORATION: The following revocations of CCC contracting authority were approved by the Manager CCC on November 22, 1948, and the names should be eliminated from Exhibit A:

| <u>Name</u>           | <u>Branch</u> | <u>Office</u>    | <u>No.</u> | <u>Revocation Date</u> |
|-----------------------|---------------|------------------|------------|------------------------|
| Frost, Edward C.      | PSO           | Lincoln, Nebr.   | 221        | 10-31-48               |
| Fry, Carl             | PSO           | Nashville, Tenn. | 170        | 9-30-48                |
| Green, Robert L.      | PSO           | Lincoln Nebr.    | 87         | 8-12-48                |
| Johnson, Alfred L.    | PSO           | Huron, S. Dak.   | 221        | 9-23-48                |
| Little, William P.    | PCO           | Chicago, Ill.    | 33         | 10-15-48               |
| McCormack, Alvin V.   | PSO           | Lewiston, Idaho  | 160        | 11-11-48               |
| Royse, M. D.          | PSO           | Lexington, Ky.   | 170        | 10-21-48               |
| Sheppard, Clarence W. | PSO           | Columbia Mo.     | 87         | 6-11-48                |

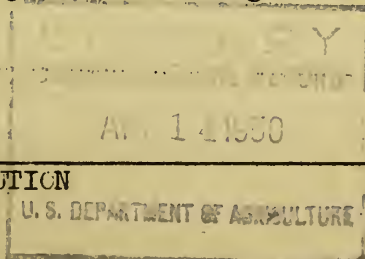
Distribution: A.

103.1  
10-15-45

PROCEDURE SYSTEM: On page 3, delete paragraph VI. Form AD-529 "Procedure Request", is obsolete. The procedure for ordering PMA Procedure material is covered by Instruction 103.2 dated 12-18-47, which states that requests should be made by memorandum to the Washington administrative officer. Distribution: A, B.

104.4  
6-30-48

CASH AWARDS FOR EMPLOYEE SUGGESTIONS: On November 1, 1948, the Suggestion Awards Board ruled that cash awards for employee suggestions may be calculated to the nearest \$5.00 based on the table on page 3 revised 11-23-48. The changes made on page 3 are as follows:



DISTRIBUTION

A B U.S. DEPARTMENT OF AGRICULTURE

Page 1

(100.4  
Continued)

\$1 - 1,000: Line 1, \$10 changed to \$5  
and \$200 changed to \$100.

\$1,000 - \$10,000: Line 1, \$25 changed to \$5.  
Line 2, \$1,000 changed to \$200.

\$10,000 - \$100,000: Line 1, \$50 changed to \$5.  
Line 2, \$10,000 changed to \$1000.

\$100,000 - or more: Line 1, \$100 changed to \$5.  
Line 2, \$100,000 changed to  
\$5,000.

REMOVE pages 3 and 4, dated 6-30-48 from the manual  
and INSERT the attached pages 3 and 4. Distribution:  
A, B.

413.5  
8-5-48

CONTROL AND UTILIZATION OF NONEXPENDABLE PROPERTY -  
WASHINGTON, AREA AND FIELD: On page 10, paragraph  
X, "Reports of Loss of Damage of Property Except  
that Resulting from Automobile Accidents" CHANGE  
heading to read: "Reports of Loss or Damage of  
Property. Distribution: A, B.

TABLE OF  
CONTENTS  
MANUAL "B"  
11-24-48

TABLE OF CONTENTS - PMA PROCEDURE MANUAL "B": In-  
cludes releases and changes through Procedure Trans-  
mittal No. 161. REMOVE Table of Contents dated  
4-12-48 from manual and insert new Table of Con-  
tents. Distribution: B.

OBSOLETE

FORM AD -529  
10-24-45

PROCEDURE REQUEST: Remove from Forms Manual.  
Existing stocks should be destroyed. Distribu-  
tion: A, B.

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U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATIONAPPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF  
REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS

## I PURPOSE

The purpose of this instruction is to provide a uniform procedure for appointing contracting officers of Commodity Credit Corporation (CCC) and for designating representatives of the Secretary of Agriculture (USDA) for Section 32 and National School Lunch programs. This instruction does not cover the types of agreements entered into with state educational agencies, state distributing agencies, and non-profit private schools in connection with School Lunch and Section 32 programs.

## II AUTHORITY

Authority for certain officials of CCC and PMA to execute contracts and to appoint contracting officers is contained in Paragraphs 23 and 24 of the bylaws of CCC.

Authority to designate representatives of the Secretary for Section 32 and National School Lunch activities is delegated to the Administrator PMA by the Secretary of Agriculture.

## III PERSONS AUTHORIZED TO MAKE APPOINTMENTS AND DESIGNATIONS

A The following persons are authorized to appoint contracting officers of CCC:

1 The Manager CCC

2 With the written approval of the appointment by the Manager CCC and with respect to the activities for which they are respectively responsible:

a The Treasurer CCC

b The Assistant Administrator for Production PMA

c Directors of PMA Commodity offices, and

d Directors of branches PMA

3 The following persons are authorized to designate representatives of the Secretary USDA for Section 32 and National School Lunch programs:

|         |                   |                                   |
|---------|-------------------|-----------------------------------|
| PT- 161 | DISTRIBUTION<br>A | PAGE 1<br>Revised<br>( 11-23-48 ) |
|---------|-------------------|-----------------------------------|



APPOINTMENT OF CCC CONTRACTING OFFICERS AND DESIGNATION OF  
REPRESENTATIVES OF THE SECRETARY FOR SECTION 32 AND  
SCHOOL LUNCH PROGRAMS

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III PERSONS AUTHORIZED TO MAKE APPOINTMENTS AND DESIGNATIONS

B (continued)

1 The Administrator PMA

2 With the written approval of the designation by the Administrator PMA and with respect to the activities for which they are respectively responsible:

- a Assistant Administrators PMA
- b Directors of branches PMA, and
- c Directors of PMA Commodity offices

IV INVESTIGATIONS

Appointments of contracting officers CCC and designations of representatives of the Secretary USDA shall be approved by the Manager CCC or by the Administrator PMA only after a suitable investigation as to character and employment record, except that in the case of emergency approval may be granted subject to a satisfactory investigation.

V PREPARATION OF INSTRUMENTS

A Proposed appointments of contracting officers CCC shall be initiated by the person authorized to make such appointments pursuant to Section III A hereof, on Commodity Credit Corporation Form 8, Appointment of Contracting Officer, in original and Form 8 five copies.

B Proposed designations of representatives of the Secretary USDA for Section 32 and National School Lunch Programs shall be initiated by the person authorized to make such designations pursuant to Section III B hereof, on Form PMA 503, Designation of Representative, Section 32 and National School Lunch Programs, in original and five copies. Form PMA 503

C The proposed contracting officer or representative of the Secretary USDA and the extent of his authority shall be identified as follows:

1 (Name \_\_\_\_\_). Indicate the name of the person who is being designated in the manner in which he usually signs his name on official documents. It is desirable to have contracting officers and representatives of the Secretary USDA identified by the same names which are used for payroll purposes. If it is intended

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## CASH AWARDS FOR EMPLOYEE SUGGESTIONS

(III)

Savings

|                      |  |
|----------------------|--|
| \$1 - \$1,000        | \$5 for each \$100 of savings with a minimum of \$10 for any adopted suggestion.   |
| \$1,000 - \$10,000   | \$50 for the first \$1,000 of savings, and \$5 for each additional \$200 of savings.   |
| \$10,000 - \$100,000 | \$275 for the first \$10,000 of savings, and \$5 for each additional \$1,000 of savings.   |
| \$100,000 - or more  | \$725 for the first \$100,000 of savings, and \$5 for each additional \$5,000 of savings; provided that the maximum award for any one suggestion shall not exceed \$1,000. |

When a suggestion is adopted primarily upon the basis of improvement in operations or services, the Board taking into account the Committee's recommendations, will determine the amount of the award commensurate with the benefits anticipated from the suggestion. If experience in operation under the adopted employee suggestion reveals a larger saving than anticipated, the employee is eligible for an additional award commensurate with the larger savings, based on the table above

## IV PROCEDURE FOR MAKING CASH AWARDS

A Responsibility of Committees - Each Committee (or special representative) which authorizes the adoption of an employee suggestion is responsible for appraising the value of the suggestion in the Committee's area of jurisdiction and for recommending a cash (or other) award, based on the criteria set forth in Paragraph II and the schedule of awards set forth in Paragraph III. Any adopted suggestion may be recommended for a cash award by either the field, branch or Central Committee.

B Submission of Recommendation - Recommendation for a cash award (1) should, wherever possible, accompany the original suggestion when approval of the suggestion is recommended, (see Paragraph VI D of Instruction PMA 104.2, "Employee Suggestions"), but (2) may be made separately at any time after approval of the suggestion. Recommendations under (2) will include any suggestions which did not appear sufficiently valuable when adopted to warrant a cash award but which experience in operation revealed to have more value than originally anticipated, or any cases in which complete appraisal was purposely delayed for any reason. All recommendations for cash awards shall flow through the appropriate branch (or Assistant Administrator's) committee to the PMA Central Committee.

CASH AWARDS FOR EMPLOYEE SUGGESTIONS

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## (IV)

C Preparing the Recommendation - Cash awards are based on appraisal of the value of adopted suggestions. Recommending memorandums (Original and one copy) must contain such detailed information as a dollar estimate of savings in manpower, materials, space or other applicable factors. The memorandums should also include an explanation of the method of calculation employed and a statement on the intangible value and scope of the suggestion. The Central Committee must use this information as a basis for the preparation of the "Appraisal Report," AD-287-2, required by the Department Suggestion Awards AD-287-2 Board. The Forms Manual Insertion of this form will give an idea of the information necessary for a sound appraisal of the value of the suggestion.

1 When Award is Not Warranted - When the committee responsible for appraisal, determines that recommendation of a monetary award is not warranted, or should be deferred for further study, the Committee shall prepare and submit a memorandum in an original and one copy (one for each of the suggestion folders) containing a brief explanation. Careful follow-up should be maintained on such deferrals in order to insure consideration for cash award. These cases may be reopened at any time.

D Central Committee Action - The Central Committee is responsible for:

1 Evaluation of all suggestions submitted to it for approval or recommended for cash award and preparation of final "Appraisal Report," Form AD-287-2 based on its investigations and data submitted by branch and field committees.

2 Determining the amount of award when it does not exceed \$25.00. In these cases, the Committee shall clear the recommendation with the Executive Secretary of the Board for form and adequacy of funds within the Department's limitation. No awards or announcements of proposed awards shall be made prior to such clearance.

3 Recommending to the Board the amount of proposed awards in excess of \$25.00. (The Board will determine the amount of such award and notify the Committee. Prior to such notice, no announcement regarding their recommendation shall be made by the Committee.)